



King County

INFORMATION SYSTEMS ANALYST III

DEPARTMENT OF EXECUTIVE SERVICES

Finance & Business Operations Division

Payroll Systems & Operations

Salary Range: \$56,488.02 - \$79,661.30

Job Announcement No.: 03LW3183

Open: 05/19/03 Close: 06/09/03

WHO MAY APPLY: This position is open to current King County career service employees, regular exempt employees or probationary employees who attained career service status in a previous position and the general public. Consideration will be given in the order listed.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Teresa Sobol, M.S. EXC-ES-0720, Exchange Building 7th Floor, 821 Second Avenue, Seattle, WA 98104-1598.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Teresa Sobol at (206) 205-0926 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), resume, supplemental questionnaire, and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 821 Second Avenue, 7th Floor, Exchange Building, Downtown Seattle, WA.

WORK SCHEDULE: This full time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is Monday through Friday, 8:00 a.m. – 5:00 p.m., weekend/night work is required.

PRIMARY JOB DUTIES INCLUDE: The position's primary responsibility is to provide senior technical support for King County's payroll, financial and other related systems by working with and leading a team of technical analysts to support King County's implementation of PeopleSoft HRMS. This position is responsible for performing PeopleSoft and Oracle database installation, configuration, maintenance, design and administration support for multiple PeopleSoft and Oracle database instances on multiple platforms and customization of PeopleSoft system and other related financial, payroll and benefits systems as required. Applying current programming skills to develop, enhance and maintain PeopleSoft objects, modules and related programs; Developing/modifying operating system (UNIX or NT) scripts to facilitate system administration as needed. Providing access to and reporting data from multiple relational databases and flat file systems. As senior technical staff, facilitating and establishing work plan details, assigning tasks and following up and ensuring completion and reporting progress; anticipating and resolving project difficulties; maintaining, monitoring and documenting systems; Research, evaluate and recommend new software, hardware, and communications technology and products. Prepare feasibility and cost-benefit analyses; write proposals. Develop and monitor project budgets, work schedules and status reports. Use project management tools to plan, control and manage projects; Develop and implement service contracts with vendors for various financial and payroll related applications, systems and other related services as needed. Act as liaison between vendors and staff. Update and enhance databases and software; verify/maintain database security and integrity as needed. Develop requests for proposal, requests for information, budget requests, cost/benefit analyses and technical evaluations. Contribute to staff performance evaluations, as requested. Respond to on-call requests, as necessary. Ensuring the quality of the processes, procedures and programs through best practices of quality assurance and control. Lead team in process analysis, re-engineering and conduct design and peer reviews.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

Develop, implement and enforce application development standards and processes. Plan, develop, implement and maintain backup and recovery strategies. Design, develop and implement change management processes and procedures.

REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE and SKILLS: A Bachelor's degree in data processing or a closely related field or the equivalent combination of education and experience is required. A minimum of five years in data processing experience, which includes a minimum of two years experience supporting or developing PeopleSoft is required. A minimum of two years of Oracle database administration of multiple instances and demonstrated knowledge of applying Oracle and PeopleSoft software updates and fixes is required. Certified Oracle Database Administrator desirable. **Required Working Knowledge:** Developing programs, changes, and enhancements; maintaining programs in PeopleTools, SQR's, queries, COBOL (when absolutely necessary); SQL, data mover, dataflow diagrams, ER diagrams, PS data model, PS Client/Server and Internet Architecture; Applying Updates and Fixes and Bundles; Customization of PS, conversion, integration with Microsoft Office. PL/SQL, SQL Loader; desk top tools such as Oracle Enterprise Manager, Toad or DBA Studio; information system life cycle development techniques; project management principles and techniques; information systems, including analysis, design, development, implementation, maintenance documentation and training procedures and practices; oral and written communications skills.

NECESSARY SPECIAL REQUIREMENT: Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner. Occasional lifting of computer related equipment.

UNION MEMBERSHIP: Positions in this classification are represented by International Federation of Professional and Technical Engineers, Local 17.

CLASS CODE: 403800

Information Systems Analyst III - Payroll Systems & Operations
Supplemental Questionnaire
Finance & Business Operations Division
Job Announcement No.: 03LW3183

Please provide a concise written response to the following questions. You will be evaluated on your level and extent of experience, level of technical knowledge and clarity of response. Give examples from your work experience where you have performed such a range of duties. Your response should be limited to no more than 2 pages. Please include your name and job number at the top of each page.

1. Describe, in detail, your PeopleSoft (Version 7 & 8) knowledge and experience.
2. Describe, in detail, your Oracle Database Administration knowledge and experience.
3. Describe your experience as a Team Leader over a number of technical analysts.
4. Describe your knowledge and experience in the following areas:
 - a. Project Management
 - b. Backup and Recovery strategies
 - c. Change Management